

COMMONWEALTH OF VIRGINIA

Department of Mines, Minerals and Energy

Washington Building/8th Floor
1100 Bank Street
Richmond, Virginia 23219
(804) 692-3200 FAX (804) 692-3237
www.dmme.virginia.gov

June 24, 2014

RECRUITMENT NOTICE

POSITION: Policy Analyst (Policy & Planning Specialist II)
Position No. 00005

LOCATION: Richmond, VA

STARTING SALARY RANGE: \$41,778 – 91,896 (Band 5)

The Department of Mines, Minerals and Energy is seeking a well-qualified individual to provide policy analysis to senior management and the Division of Energy. This position will identify and analyze emerging trends in the offshore wind and other renewable energy industries. This position will also assist in drafting and evaluating energy legislation and regulation. The individual in this position will develop programs and projects assigned to the Division of Energy by the executive and legislative branches under the State Energy Program. This position has been designated as required to file a Statement of Economic Interests in accordance with § 2.2-3114 of the *Code of Virginia*. The individual selected for this position must pass a drug and alcohol test as part of the DMME pre-employment process.

QUALIFICATIONS: Comprehensive knowledge of the energy industry; program planning and evaluation; the legislative and regulatory process; policy research and analysis and project management practices. Knowledge of environmental protection and energy resources and trends. Demonstrated ability to analyze and assess the effects of legislative and regulatory proposals. Ability to communicate effectively both orally and in writing. Ability to plan and manage multiple projects and meet deadlines. Excellent technical writing skills. Graduation from a college or university with course work in business administration or public administration preferred. Equivalent training and experience may substitute for degree. Some overnight travel required.

TO APPLY: All applications must be submitted on-line through the Commonwealth of Virginia Recruitment Management System <http://jobs.agencies.virginia.gov>

For additional information: Telephone: (804)692-3215; TTY/TTD (800) 828-1120

**ALL APPLICATIONS MUST BE RECEIVED ON-LINE BY 5:00P.M., FRIDAY,
July 11, 2014**